

How to fill out a Georgia title

T/O REV. 2/19 · 9 of 10 boxes are the seller's · rules as of 2026-08-23

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/forms/georgia/certificate-of-title/

This sheet is not the title. It is the checklist to keep beside one. Read the red banner before the pen touches anything: any alteration voids this title. The Department's first instruction is not about a box at all: use blue or black ink, and remember that any alteration or erasure may void the title.

Who has to sign

Transferor - you	Print your name and sign it. Both blocks, not one: the printed name is a separate line from the signature and the Department asks for both.
Two owners on the certificate	If jointly owned, each seller must print and sign. Neither one can sign for the other without a notarised Form T-8.
A company as the seller	The company's printed name goes on as well as the printed name and signature of its authorised agent, and the agent writes their position with the company after the signature.
Transferee - the buyer	Prints and signs under Buyer, which is how they acknowledge the mileage you declared. If two people are buying, both print and both sign.
Nobody notarises anything	Not the assignment, not the bill of sale. Notarisation in the Georgia set belongs to the affidavits - correction, inheritance, power of attorney, odometer discrepancy - and to nothing a straightforward sale touches.
A lienholder still on the record	Signs the release printed on the face of the certificate. Where that cannot happen, a Form T-4 executed by the lender before a notary does the same job.

Every box, in the order you meet it

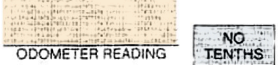
#	WHO	BOX	WHAT GOES IN IT
1	YOU	Purchaser's legal name	The buyer's full legal name, as it appears on their Georgia driver's licence or identification card. You write this, not them. Watch out: This is the block the criminal offence attaches to. A certificate handed over with this line empty is assigned in blank, and the Department quotes the misdemeanor penalty for it on three separate pages.
2	YOU	Street or R.F.D. no.	The purchaser's current street address - the number and the road, on one line. Watch out: Current, not the one on an old licence. This is where the Department will send the new certificate, and a title lost in the post is a form of its own.
3	YOU	City, state and zip code	The rest of the buyer's address, in the left half of the third row. Watch out: Two blocks share this row and it is easy to run the address across both. The county has its own block to the right and needs to stay in it.
4	YOU	County of residence	The Georgia county the buyer lives in. Watch out: It decides which tag office the application goes to and which county's emissions rule applies. Ask the buyer rather than guessing from the postcode - metro postcodes cross county lines constantly.
5	YOU	Date of sale/transfer	Month, day and year, in the pink block in the top right corner. Watch out: The certificate prints its own warning under this block: any alteration or erasure of the date of sale will result in a \$10.00 penalty fee. Write it once, correctly, on the day it happens.
6	YOU	Odometer reading	The mileage at the moment of handover, in complete miles, in the pink block. Watch out: The small box beside it says NO TENTHS and means it. On a vehicle twenty model years old or older the word exempt goes here instead - there is no tick block for it.
7	YOU	The two mileage blocks	Block 1 for a reading in excess of the odometer's mechanical limits, block 2 for a reading that is not the actual mileage. On an ordinary sale both stay empty. Watch out: The printed sentence above them certifies the reading as actual mileage unless one is checked, so an empty pair is a statement rather than an omission. Block 1 means the odometer rolled past 99,999 on five digits or 999,999 on six; block 2 means it is broken, replaced or wrong.
8	YOU	Transferor's printed name	Your name, printed, exactly as the front of the certificate shows it. Watch out: Printed name and signature are two separate blocks and the Department asks for both. If the certificate names two owners, each of them prints here and signs below.
9	YOU	Transferor's signature	Your signature, after the printed X. Blue or black ink. Watch out: A company seller signs in the company's name and the authorised agent adds their position after the signature. Nobody notarises this - and nobody can sign it for you without a notarised Form T-8.

#	WHO	BOX	WHAT GOES IN IT
10	BUYER	Transferee's printed name and signature	The buyer prints and signs in the right-hand column, which is how they acknowledge the mileage you declared. Watch out: Watch them do it before the car leaves. An unsigned buyer block sends the application back from the tag office, and by then the car is a hundred miles away.

Before you drive to the tag office

- **Blue or black ink** — The Department's instruction opens with it and the certificate says DO NOT USE RED INK twice on the same side. Red is the colour the form itself is printed in, which is exactly why.
- **Nothing crossed out** — Alteration voids the certificate rather than correcting it. If a block goes wrong, stop - the way back is a notarised affidavit, not a second attempt in the same box.
- **Complete miles** — The odometer block carries a printed NO TENTHS box next to it. Round nothing, add nothing after a decimal point.
- **The buyer's name before anything else** — A certificate delivered with the purchaser line empty is an offence for both parties, and the Department prints the code section rather than paraphrasing it.
- **Printed name and signature both** — Four blocks, not two. Each party prints in one and signs in the other, and a missing printed name is a common reason a tag office hands the package back.
- **A copy for you** — Photograph both sides before it leaves your hands. The Department asks a seller to keep a copy of the transfer of ownership, and it is the only evidence you will have of what you handed over.

GEORGIA DEPARTMENT OF REVENUE SPECIMEN - reverse of a Georgia Certificate of Title, T/O REV. 2/19

T/O REV. 2/19	THIS TITLE MUST BE TRANSFERRED IMMEDIATELY INTO THE NEW OWNER'S NAME. CAUTION: \$100 FINE OR 30 DAYS IMPRISONMENT FOR ACCEPTANCE OR DELIVERY OF EACH CERTIFICATE OF TITLE ASSIGNED IN BLANK. TAG REGISTRATION MUST BE TRANSFERRED WITHIN 30 DAYS OR OWNER WILL BE SUBJECT TO FINE OF UP TO \$100. NEW VEHICLES MUST BE REGISTERED WITHIN 30 DAYS OF THE DATE OF PURCHASE. OWNER MUST COMPLETE ALL SPACES IN FULL. DO NOT USE RED INK. NOTICE: ANY ALTERATION VOIDS THIS TITLE.	
ASSIGNMENT AND WARRANTY OF TITLE BY OWNER		
TO BE COMPLETED BY SELLER and delivered with the vehicle to the purchaser. Effective July 1, 2008, an application for new Certificate of Title must be made by purchaser on title application form and filed within 30 days of date of purchase in order to avoid \$10.00 penalty. If the vehicle described hereon is junked or dismantled, this Certificate of Title must be returned to the Motor Vehicle Division within 72 hours. FEDERAL and State Law requires that you state the odometer reading in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment. The undersigned hereby sells, assigns or transfers the vehicle described on the face of this certificate to:		
ALL BLOCKS MUST BE COMPLETED ACCURATELY. SUBMIT SIGNED & NOTARIZED AFFIDAVITS EXPLAINING ANY ERRORS.		
DO NOT ACCEPT TITLE SHOWING ANY ALTERATIONS, ERASURES OR MODIFICATIONS	PURCHASER'S LEGAL NAME	
	STREET OR R.F.D. NO.	
	CITY, STATE & ZIP CODE	COUNTY OF RESIDENCE
	DATE OF SALE/TRANSFER	
	Any alteration or erasure of date of sale will result in a \$10.00 Penalty Fee.	
"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."		
ODOMETER READING  *CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK ☐ 1. The odometer reading stated is in excess of its mechanical limits ☐ 2. The odometer reading is NOT the actual mileage. WARNING: ODOMETER DISCREPANCY		
I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW:		
Transferor's (SELLER'S) Printed Name		Transferee's (BUYER'S) Printed Name
Transferor's (SELLER'S) Signature		Transferee's (BUYER'S) Signature
DEALER (COMPLETE ALL SPACES IN FULL) DO NOT USE RED INK		
I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW.		

GEORGIA DEPARTMENT OF REVENUE SPECIMEN - the printed warnings above the assignment block

T/O REV. 2/19	THIS TITLE MUST BE TRANSFERRED IMMEDIATELY INTO THE NEW OWNER'S NAME. CAUTION: \$100 FINE OR 30 DAYS IMPRISONMENT FOR ACCEPTANCE OR DELIVERY OF EACH CERTIFICATE OF TITLE ASSIGNED IN BLANK. TAG REGISTRATION MUST BE TRANSFERRED WITHIN 30 DAYS OR OWNER WILL BE SUBJECT TO FINE OF UP TO \$100. NEW VEHICLES MUST BE REGISTERED WITHIN 30 DAYS OF THE DATE OF PURCHASE. OWNER MUST COMPLETE ALL SPACES IN FULL. DO NOT USE RED INK. NOTICE: ANY ALTERATION VOIDS THIS TITLE.	
ASSIGNMENT AND WARRANTY OF TITLE BY OWNER		
TO BE COMPLETED BY SELLER and delivered with the vehicle to the purchaser. Effective July 1, 2008, an application for new Certificate of Title must be made by purchaser on title application form and filed within 30 days of date of purchase in order to avoid \$10.00 penalty. If the vehicle described hereon is junked or dismantled, this Certificate of Title must be returned to the Motor Vehicle Division within 72 hours. FEDERAL and State Law requires that you state the odometer reading in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment. The undersigned hereby sells, assigns or transfers the vehicle described on the face of this certificate to:		
ALL BLOCKS MUST BE COMPLETED ACCURATELY. SUBMIT SIGNED & NOTARIZED AFFIDAVITS EXPLAINING ANY ERRORS.		

ALL BLOCKS MUST BE COMPLETED ACCURATELY. SUBMIT SIGNED & NOTARIZED AFFIDAVITS EXPLAINING ANY ERRORS.			
NOTICE TO BUYER DO NOT ACCEPT TITLE WITH ALTERATIONS, ERASURES, OR FILLING IN.	PURCHASER'S LEGAL NAME <i>Simone A. Okafor</i>		DATE OF SALE/TRANSFER 08 / 14 / 2026
	STREET OR R.F.D. NO. <i>3417 Sycamore Dr</i>		Any alteration or erasure of date of sale will result in a \$10.00 Penalty Fee.
	CITY, STATE & ZIP CODE <i>Decatur, GA 30032</i>	COUNTY OF RESIDENCE <i>DeKalb</i>	
	"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."		
	118642 ODOMETER READING NO TENTHS *CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK ☐ 1 The odometer reading stated is in excess of its mechanical limits ☐ 2 The odometer reading is NOT the actual mileage. WARNING: ODOMETER DISCREPANCY		
I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW:			
Transferor's (SELLER'S) Printed Name	ALVIN R. PETTIGREW Transferor's (SELLER'S) Signature		
Transferee's (BUYER'S) Printed Name	SIMONE A. OKAFOR Transferee's (BUYER'S) Signature		

Every rule here is transcribed from Georgia Department of Revenue, Transfer Vehicle Titled in Georgia and the Georgia Department of Revenue, Motor Vehicle Division's own pages. Plain-language help with a form, not legal advice — where our wording and the agency's differ, theirs governs.